

**DRAFT
MEMORANDUM**

TO: Cape Elizabeth Town Council
FROM: Town Center Plan Committee
DATE: November 19, 2013
SUBJECT: Status Report

The Town Center Plan Committee held its first meeting on May 20, 2013. The committee elected Stephanie Carver as chair and agreed to rotate secretary duties amongst the committee members. All meeting agendas and supporting materials are posted on the town website.

The committee has held ten meetings [this includes the November 18th meeting], including a joint meeting with the Library Planning Committee and a public forum. The committee has reviewed the 1993 Town Center Plan and become familiar with the area of the Town Center including a review of existing conditions and land uses and a site walk held on June 3, 2013.

The committee prepared a Public Participation Plan that has been fully implemented. The public forum was held on October 17, 2013 and included over 50 participants. The committee will continue to collect surveys until November 20th that were initially distributed at the public forum.

The committee is now evaluating the 1993 Town Center Plan recommendations in light of public comment received and expect committee recommendations to be developed from that exercise.

At this time, the committee is requesting a four month extension of the December 31, 2013 deadline to April 30, 2014.